



CODE OF CONDUCT

Save One Soul Animal Rescue League (herein SOS) requires all directors, officers, employees and volunteers (herein Member) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the SOS, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

By pursuing and continuing a relationship with SOS, every Member commits to the following:

1. I fully understand that SOS expects high standards of moral and ethical treatment of the animals under its care. I agree to adhere strictly to these standards in my voluntary capacity with SOS.
2. I fully understand that SOS expects from its volunteers and employees high standards of moral and ethical treatment of all animals and people who interface with SOS, including but not limited to potential and actual adopters, volunteers, employees, partners, vendors, contractors, regulatory officers and members of the media.
3. As a Member with SOS, I agree to adhere strictly to the standards as outlined below in the SOS Code of Conduct:
 - a. Every Member will treat every other volunteer with courtesy and respect.
 - b. Every Member will be truthful and honest.
 - c. Every Member will honor commitments.
 - d. Anyone who is a potential vendor shall identify him/herself as such when participating in SOS discussions relevant to his/her service.
 - e. There will be no personal attacks on anyone; disagreements will focus on issues, not upon individuals.
 - f. Once decisions are made, every Member of the group will support the decision, regardless of his/her personal position.
 - g. Information presented in confidence will be held in confidence and not discussed outside of meetings.
 - h. Every volunteer will speak positively about SOS in public; problems will be addressed within the group.
 - i. Any Member who feels s/he cannot support the mission, goals, strategies, programs, and/or leadership of the planning body as agreed upon by the volunteers should resign from SOS.
 - j. Every Member will take responsibility not only for abiding by these rules of conduct personally, but also for speaking out to assure that all volunteers/employees abide by them.
 - k. Member shall be aware of local animal control laws and shall be personally responsible for obeying those laws. If a volunteer disobeys such laws s/he acknowledges that SOS, as an organization, shall not support the volunteer in any police or judicial action.
4. I fully understand and agree that either for failure to comply with any and all of these obligations outlined

in this Volunteer Agreement or for any reason whatsoever, while performing my volunteer services to SOS in a voluntary capacity, SOS, at its sole discretion, may immediately terminate my services.

5. Upon termination of my services to SOS, I shall within ten business days return to SOS any and all written or other tangible materials containing any SOS Information in my possession and shall not keep any copies thereof.
6. I fully understand and agree that any physical or intellectual property that I create for the benefit of SOS while operating in my capacity as a volunteer with SOS is the sole property of SOS unless other arrangements are explicitly agreed upon prior to property creation.

Whistleblower Protection Policy

1. **Reporting Responsibility.** This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that SOS can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, contractors and volunteers to report concerns about violations of SOS's code of ethics or suspected violations of law or regulations that govern SOS's operations.
2. **No Retaliation.** It is contrary to the values of SOS for anyone to retaliate against any board member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of SOS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
3. **Reporting Procedure.** SOS has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or President. If you are not satisfied with Executive Director's or President's response(s), you are encouraged to speak with a Board Member. There must be 2 Board Members present at the discussion. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the SOS Board of Directors, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director. They are then responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. They will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer/Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.
4. **Accounting and Auditing Matters.** The SOS board of directors shall immediately notify the Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.